

## **BEREAVEMENT**

Wilson County recognizes that bereavement is a difficult period for an employee. Every effort will be made to ensure that the employee is able to attend to necessary family matters without loss of earnings.

All time off must be taken on consecutive days. Pay for the period of absence will be computed at the regular rate of pay, based on eight (8) hours per day. Time off for bereavement will not be credited for the purposes of computing overtime.

Employees should notify the Department head immediately after the death of an immediate family member.

A one-day leave of absence will be granted so those employees can attend the funeral of a relative who is not an immediate family member. Employees are expected to use personal time to attend the funeral of a close friend.

When employees are granted bereavement leave benefits, they are expected to use the leave for the purpose for which it is intended. The County reserves the right to ask for the name and relationship of the deceased, and the funeral home that is handling the service.

Employees will receive bereavement leave in the event of a death in their immediate family, which is defined as a spouse, child, parent, sister, brother, mother-in-law, father-in-law, grandparent, or grandchild. The leave will be granted for three consecutive days, including the day of the funeral. In order to be eligible for bereavement leave, employees must give reasonable notice and specify the time and date when they will return to work. Bereavement leave shall be limited to six (6) calendar days per year.